

# iGlobal LLC Users Guide

Unlock the potential of your in-cab computer!

Welcome to your electronic driver record of duty status training. As laws in the United States focus more on regulations that improve safety and accident free driving, the technology used must change to meet those challenges. The features, screens, and workflow you are about to use have been designed from the driver's point of view to help you and your company stay compliant with the law, all while being as easy as possible to become familiar with and use each day.

Electronic Data Recorders (ELD) does more than keep track of duty status and time. The Federal Government mandates an ELD must monitor and report every mile driven, engine on and off events, GPS position, odometer reading, and more. When an ELD is unable to gather or send this information, it has failed to meet technical requirements set forth by our Government. Tampering with an ELD is a Federal offence and can jeopardize the user, and the company they work for.

Your new in-cab computer system has been designed for years of service but should be handled with care to maximize its longevity. Never hang or set anything on the in-cab computer, scanner, its wires, or antennas. Keep connections secure but do not over tighten, and keep them clean with a soft cloth and glass areas use an alcohol wipe designed for computer screens only.

## What drivers are required to use Electronic Driver Logs?

- Exempt: A driver who is currently not required to log records of duty status today.
- Non-Exempt: Any driver currently required to log records of duty status today.

## Tips for Getting Started:

- Log into your MDT at the beginning of every trip, and never share your password!
- The ELD will display your status when you log in. Your carrier identifies this during system set up.
- Put yourself in ON-DUTY Status. Automated DRIVING status happens at 5 MPH.
- You may add and edit time and events to you log, but you cannot subtract driving time.
- Manually enter trailer numbers and shipping documents with each change, these are the most common violations.
- Use Yard Moves to legally drive in any yard. (not public roadways) the system records this as on duty not driving.
- Use the ELD clock, not your watch, to log a full 30 minute break. 29 minutes will flag a violation.
- Manually change your duty status to OFF-DUTY to end your day and when taking 30 minute rest breaks.
- Certify you logs daily and read notifications each time you stop off road.

## Navigation Buttons:



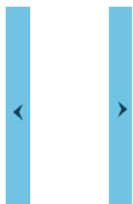
Back Button



Page Forward



Page Back



Switch Between Drivers  
and Unidentified Drivers



Indicates Multiple pages are available

Turn the key forward to accessory, but do not start the truck until the white iGlobal screen appears, then start your truck (about 45 seconds).

## 1. Log in

Every person (drivers, mechanics, etc.) moving a Commercial Motor Vehicle (CMV) will have a unique login ID. This login name and password is for your use only, and it should never be shared, even between team drivers. Each mile a CMV travels must now be accounted for.

**Built In Keyboard and Login Instructions:**

Users will be required to enter in a Username and unique Password in order to login to the ELD. To begin the login process, touch anywhere within the white box and a keyboard will display. After username and password is entered, press the login button and the system will validate your credentials. After you log in the first time, the system will also remember you. Simply touch your Username under Recent Login for it to prepopulate and prompt you for your password.

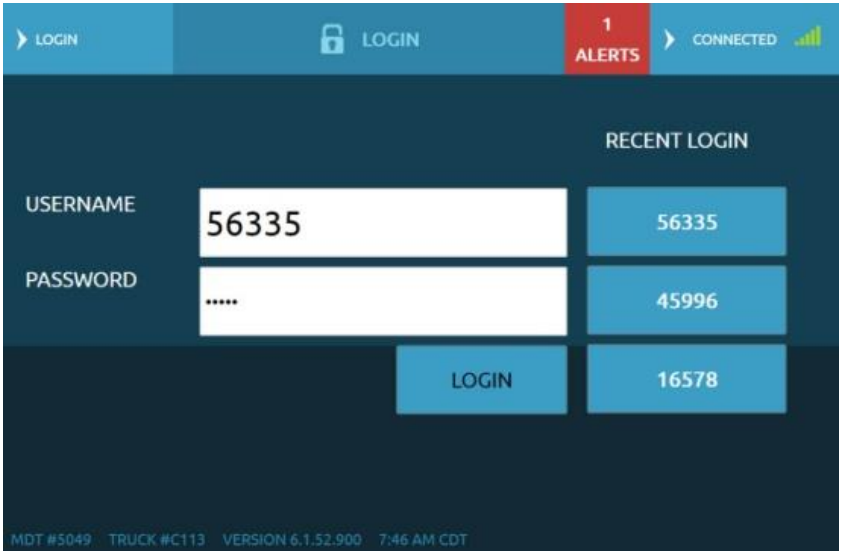


Figure 1.1

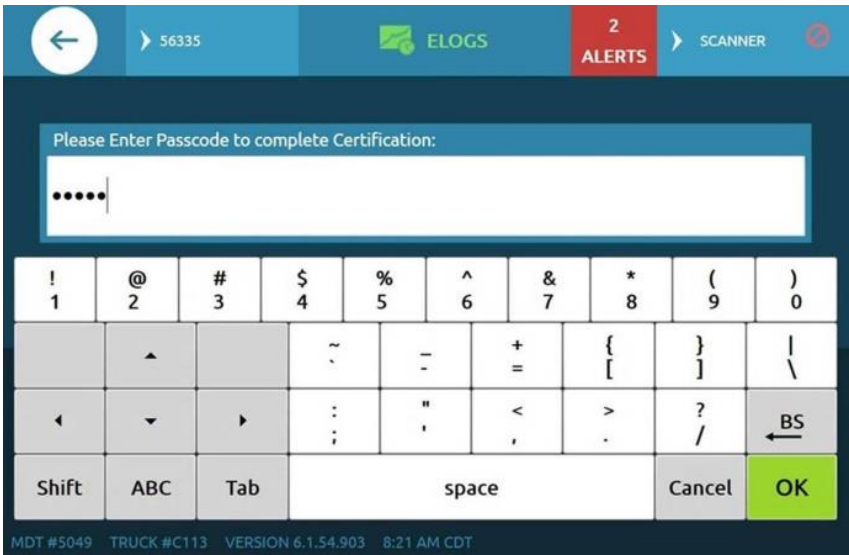


Figure 1.2

## 2. Navigating System Features

**Home Screen:** After log in, the first screen to appear is the main navigation page. From this screen touch the feature (tile) you want to navigate to. The “Next” button will display more tiles for you to choose from. Try touching each of these on your MDT now to become familiar with navigation.

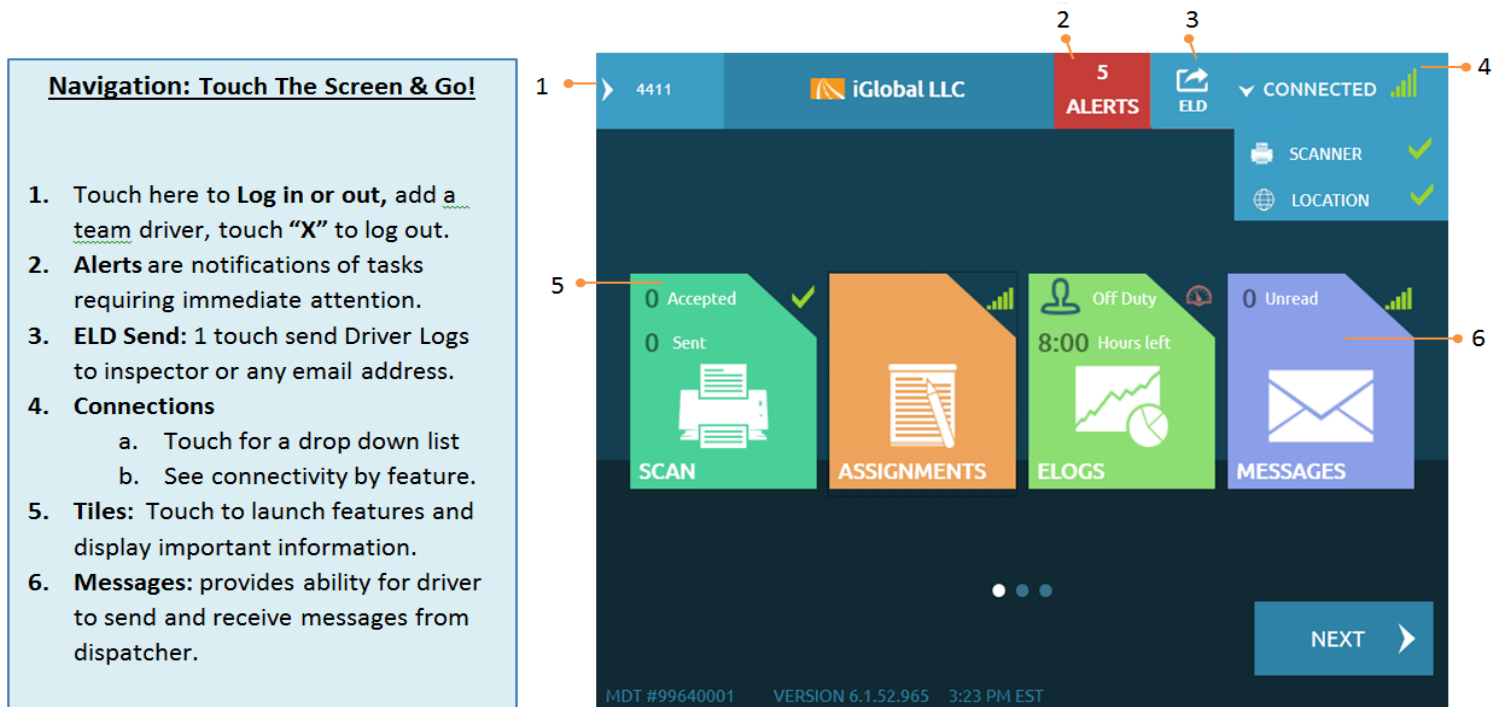


Figure 2.1

## 3. Alerts / Notifications

Under Alerts (#2 above) the driver will have the ability to view multiple different notifications types related to elogs, messages, malfunctions, data diagnostic events and more. Federal Regulations require constant monitoring of this device related to: connection status (Cell, ECM, GPS, ELD Requirements), ELD certification requirements, malfunction events and more. Read alerts often, each time the alerts box turns red, and you are stopped off road. Touch the alert to automatically be taken to the screen that requires your attention. Some alerts are informational; they may not change when touched.

### Alerts and Notifications:

- Certification Required
- 30 minute break required
- Driving or on-duty time alerts
- Medical card, Driver’s license expiring
- No cell or ECM signal
- Unread Messages
- Malfunction Alerts

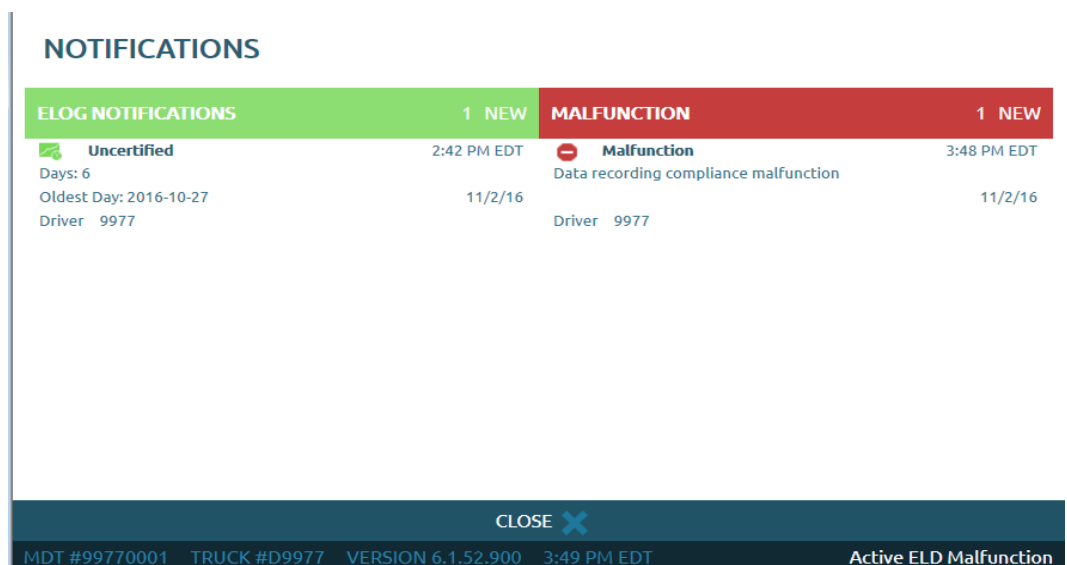


Figure 3.1

## 4. Navigating ELOGs

Touch each button on the Main ELOG page and read the description in paragraph A below to become familiar with them. ELDs are required to record events through your day as they happen. You will primarily use the Update Status button when you are about to perform any type of work. An example of this is going On Duty and performing a Pre-Trip Inspection. The system walks you through this screen by screen. First you tell the ELD you are on-duty, then that you are about to perform a pre-trip inspection. The ELD captures other information too and starts the clock while you perform the work. When you complete your pre-trip inspection, tell the ELD the next work you are about to perform, Fueling for example. Continue this throughout your day. See below for more detail on each of the 5 main navigation buttons on the main ELOG screen and the features they represent. Made a mistake or forgot something, no worries, we will review how to make changes too.

### A). Elogs Main Screen:

The Elogs Main screen will show the driver a quick synopsis of their current duty status, miles driven, oldest date of uncertified logs, remaining available driving, on duty not driving time, and current load information.

Below in Figure 4.1 is an overview of the Elogs Main Screen and the buttons that can be used to navigate to other areas within Elogs.

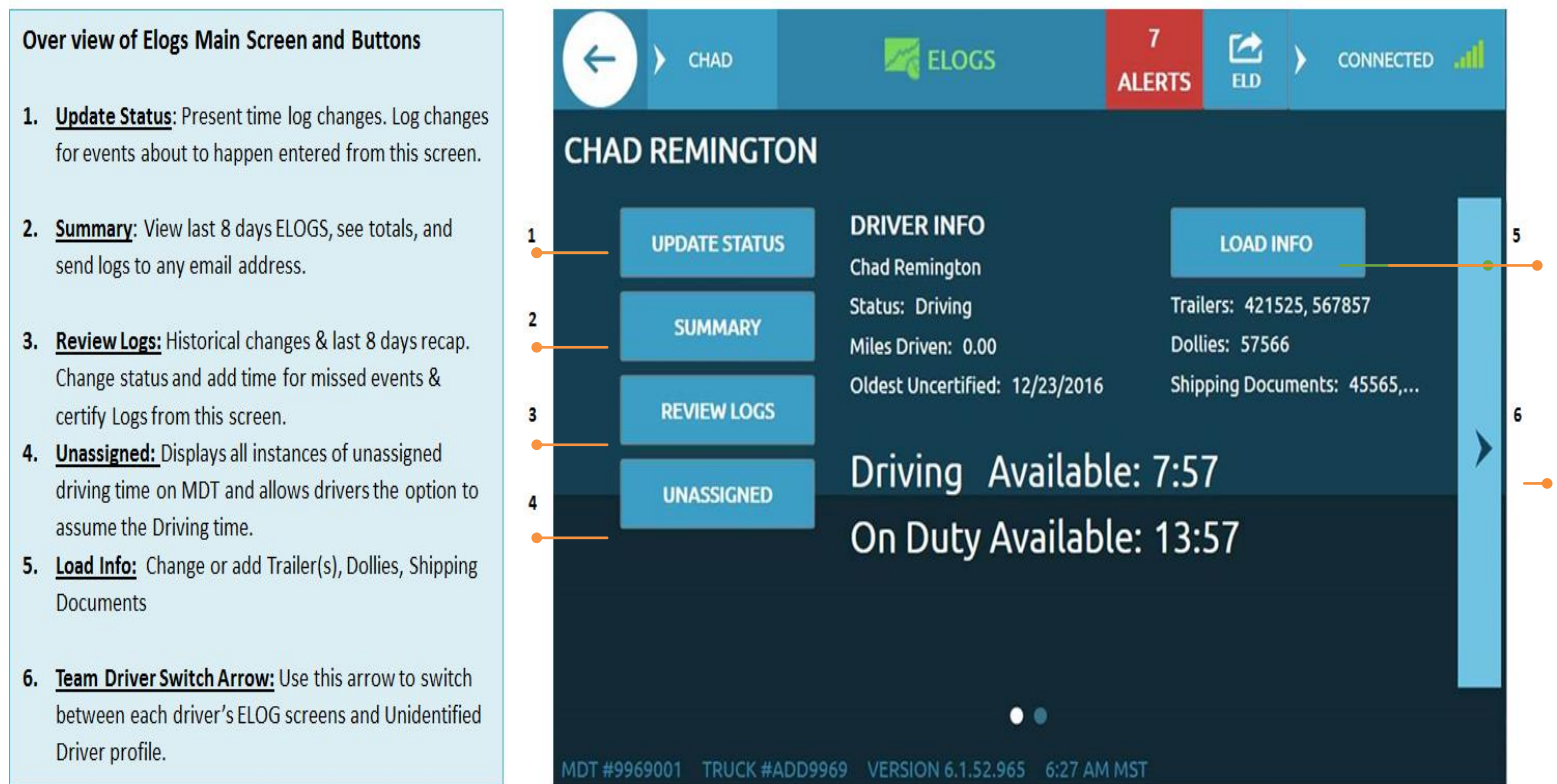


Figure 4.1

**Note:** The ELD displays 8 hours of driving time available and counts down to zero, until you take your 30 minute rest break. Once a full 30 minute rest break is completed (use the MDT time, not your watch) the remaining daily drive time will be added.

## B). Update Status Screen:

This screen is accessed by pressing the Update Status button displayed in Figure 4.1 above. On this screen the driver will have the ability to Change their Duty status and apply annotations or exceptions. The Start Date and Start Time will be automatically set to the current date and time of the Drivers home terminal.

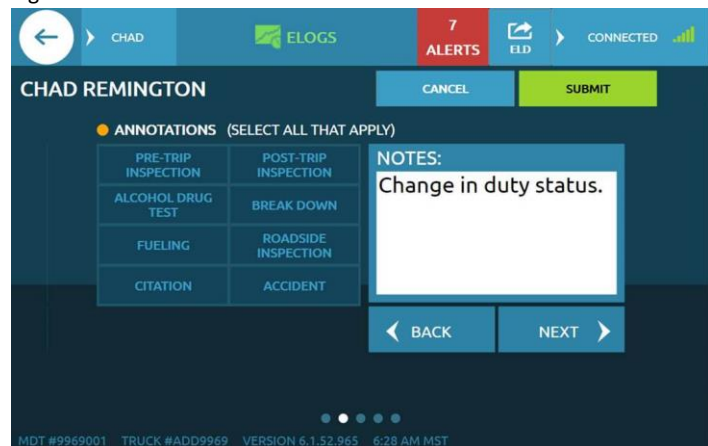
### ***For ALL tasks you are about to complete:***

- Touch Update Status Button (Figure 4.1) on the Main Elogs Screen
- Touch appropriate Status option
- Start Date/Time is automatically set
- Touch Right arrow to access Annotation screen
- Touch Annotation option, if any that are required.(Fig 4.3)
- Touch inside white box area to add notes (Fig 4.4)
- Touch Right arrow to add Exceptions, if needed.
- Location is automatically populated from the GPS, if no GPS is available driver will be required to manually enter in their location description. (Fig 4.5)
- Submit: This starts the clock for the status and/or annotation chosen, when completed, updated your duty status to end annotation and begin the next status.



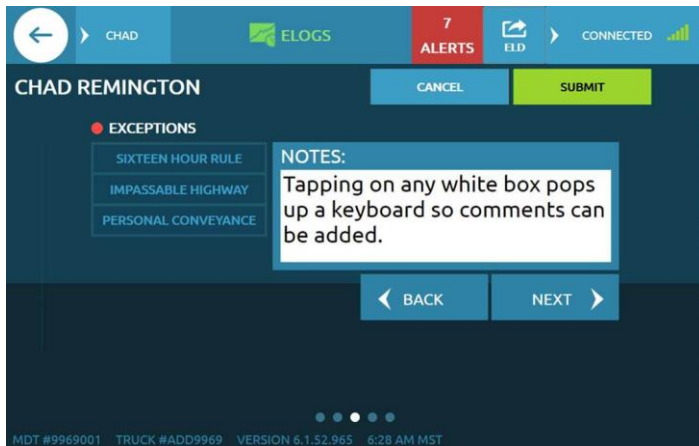
The screen displays the 'CHAD REMINGTON' header with a 'CANCEL' button and a green 'SUBMIT' button. Below the header, there are three sections: 'STATUS', 'START DATE', and 'START TIME'. The 'STATUS' section has a vertical list of options: OFF DUTY, SLEEPER, DRIVING (highlighted in blue), ON DUTY, PERSONAL CONVEYANCE, and YARD MOVE. The 'START DATE' section has a grid of buttons for day, month, and year (12, 29, 16). The 'START TIME' section has a grid of buttons for hour, minute, and AM/PM (06, 27, AM). A 'NEXT >' button is at the bottom right. At the bottom, there is a status bar with text: 'MDT #9969001 TRUCK #ADD9969 VERSION 6.1.52.965 6:27 AM MST'.

Figure 4.2



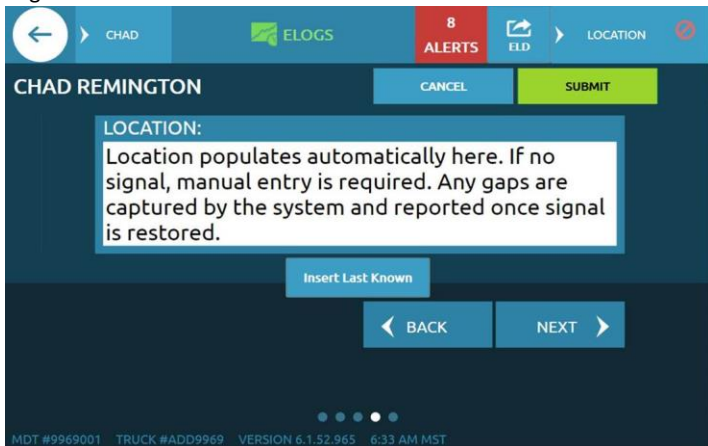
The screen displays the 'CHAD REMINGTON' header with a 'CANCEL' button and a green 'SUBMIT' button. Below the header, there is a section titled 'ANNOTATIONS (SELECT ALL THAT APPLY)'. It contains a grid of options: PRE-TRIP INSPECTION, POST-TRIP INSPECTION, ALCOHOL DRUG TEST, BREAK DOWN, FUELING, ROADSIDE INSPECTION, CITATION, and ACCIDENT. To the right of this grid is a 'NOTES:' section with a white text box containing the text 'Change in duty status.' Below the grid and notes is a 'BACK <' button and a 'NEXT >' button. At the bottom, there is a status bar with text: 'MDT #9969001 TRUCK #ADD9969 VERSION 6.1.52.965 6:28 AM MST'.

Figure 4.3



The screen displays the 'CHAD REMINGTON' header with a 'CANCEL' button and a green 'SUBMIT' button. Below the header, there is a section titled 'EXCEPTIONS' with a red dot. It contains a grid of options: SIXTEEN HOUR RULE, IMPASSABLE HIGHWAY, and PERSONAL CONVEYANCE. To the right of this grid is a 'NOTES:' section with a white text box containing the text 'Tapping on any white box pops up a keyboard so comments can be added.' Below the grid and notes is a 'BACK <' button and a 'NEXT >' button. At the bottom, there is a status bar with text: 'MDT #9969001 TRUCK #ADD9969 VERSION 6.1.52.965 6:28 AM MST'.

Figure 4.4



The screen displays the 'CHAD REMINGTON' header with a 'CANCEL' button and a green 'SUBMIT' button. Below the header, there is a section titled 'LOCATION:'. It contains a white text box with the text 'Location populates automatically here. If no signal, manual entry is required. Any gaps are captured by the system and reported once signal is restored.' Below the text box is an 'Insert Last Known' button. At the bottom are 'BACK <' and 'NEXT >' buttons. At the bottom, there is a status bar with text: 'MDT #9969001 TRUCK #ADD9969 VERSION 6.1.52.965 6:33 AM MST'.

Figure 4.5

**Yard Moves:** Use this feature (figure 4.2) to move equipment around the yard, doing so will log your miles and time On Duty. This feature **legally saves driving time**. Yard Moves can be easily verified by law enforcement so NEVER use Yard Moves on public roadways. Engine power off disengages Yard Moves.

**Personal Conveyance:** Use this feature (figure 4.2) to drive on public roadways while in Off Duty Status **for personal use only**. This feature is most commonly used to drive to the closest hotel or for owner operators when not on-duty.



### C). Summary Screen / Road Side Inspection Screen:

The summary screen provides the driver with a table or grid view breaking down the total number of On Duty, Driving, and Miles for the past 7 to 8 days, ability to email logs, and display driver related information. (Fig 4.6) Pressing the send button allows you to manually enter an email address to email your last 8 days to yourself, or any email address you chose. The Driver info button will display a page that will show the Drivers Name, hours of service rule that applies to the driver, time zone, start of day, home terminal assignment, motor carrier name and address, driver license and medical card information (Fig 4.7)



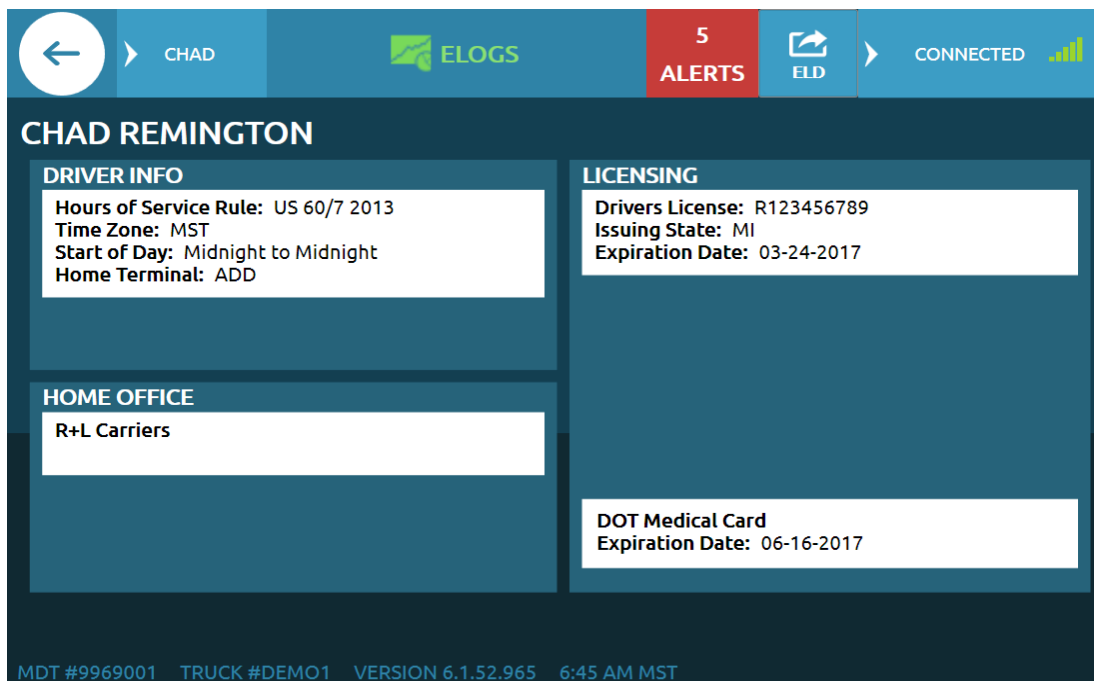
The screenshot shows the 'CHAD REMINGTON' summary screen. At the top, there's a navigation bar with a back arrow, 'CHAD', 'ELOGS', '5 ALERTS', 'ELD', and 'METRICS'. Below this, the driver's name 'CHAD REMINGTON' is displayed. To the right of the name are buttons for 'GRID VIEW', 'DRIVER INFO', and 'SEND'. The main content is a table with columns: DATE, ON DUTY, DRIVING, TOTAL, and MILES. The table lists data for the last 8 days, from 12/23/2016 to 12/29/2016. A 'TOTALS' row is at the bottom. At the very bottom, status information is shown: 'MDT #99640001', 'VERSION 6.1.52.965', and '12:26 PM MST'.

DATE	ON DUTY	DRIVING	TOTAL	MILES
TODAY 12/29/2016	0:00	5:19	5:19	0.0
12/28/2016	0:58	3:05	4:03	0.0
12/27/2016	0:46	0:01	0:47	0.0
12/26/2016	0:00	0:00	0:00	0.0
12/25/2016	0:00	0:00	0:00	0.0
12/24/2016	0:00	0:00	0:00	0.0
12/23/2016	0:00	0:00	0:00	0.0
TOTALS:	1:44	8:25	10:09	0.0

MDT #99640001    VERSION 6.1.52.965    12:26 PM MST

Figure 4.6

Pressing the Driver Info button (Figure 4.7) displays Road Side Inspection information for the Officer, an alert will be created when your driver's license or medical car are about to expire.



The screenshot shows the 'CHAD REMINGTON' driver info screen. The top navigation bar is identical to Figure 4.6, but the 'METRICS' button is replaced by 'CONNECTED' with a signal strength icon. The main content is divided into three sections: 'DRIVER INFO', 'HOME OFFICE', and 'LICENSING'. 'DRIVER INFO' lists: Hours of Service Rule: US 60/7 2013, Time Zone: MST, Start of Day: Midnight to Midnight, Home Terminal: ADD. 'HOME OFFICE' lists: R+L Carriers. 'LICENSING' lists: Drivers License: R123456789, Issuing State: MI, Expiration Date: 03-24-2017. At the bottom right, a 'DOT Medical Card' section lists: Expiration Date: 06-16-2017. At the very bottom, status information is shown: 'MDT #99690001', 'TRUCK #DEMO1', 'VERSION 6.1.52.965', and '6:45 AM MST'.

**CHAD REMINGTON**

**DRIVER INFO**

Hours of Service Rule: US 60/7 2013  
Time Zone: MST  
Start of Day: Midnight to Midnight  
Home Terminal: ADD

**HOME OFFICE**

R+L Carriers

**LICENSING**

Drivers License: R123456789  
Issuing State: MI  
Expiration Date: 03-24-2017

**DOT Medical Card**

Expiration Date: 06-16-2017

MDT #99690001    TRUCK #DEMO1    VERSION 6.1.52.965    6:45 AM MST

Figure 4.7

**D). Review Logs Screen: Review logs, make changes, and certify from this screen.**

Press Review Logs (figure 4.1). The screen displays the driver's current log graph and the past 7 days log graphs. From this screen the driver is able to access features: Daily Header, Event List, New Status and Certify. You may edit a previous duty status or certify your previous day's logs. The Event List and Daily Header provide details pertaining to a particular day's log, the CMV that was operated, the Driver and the ELD. The log graph displays individual duty status boxes that correspond to the graph.

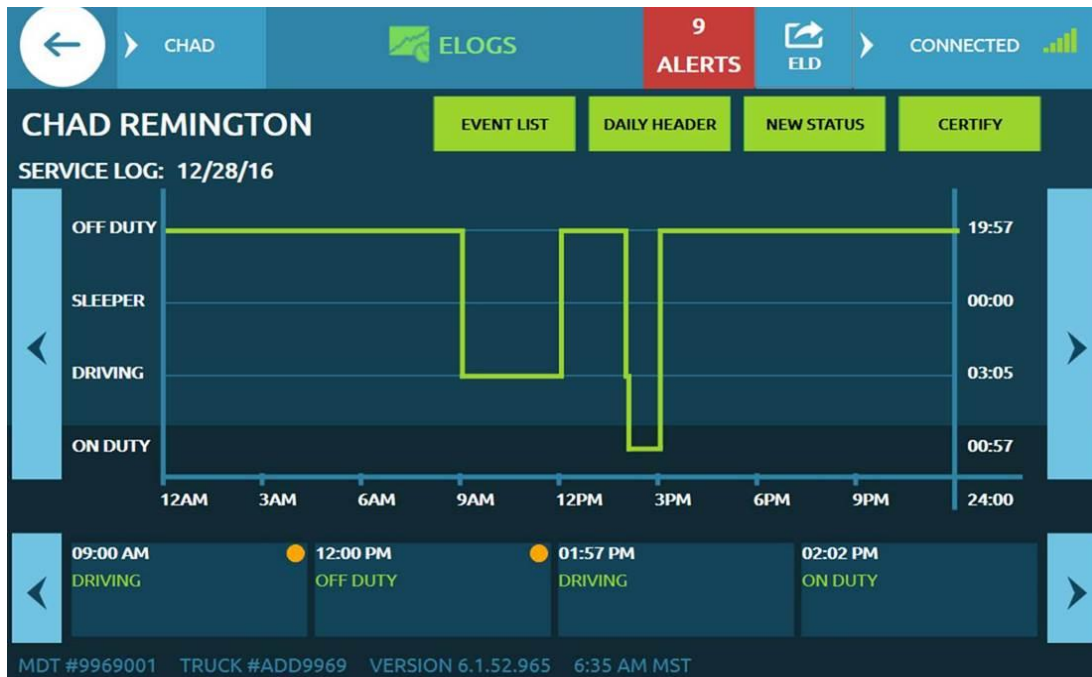


Figure 4.8

**Editing or Adding a Missing Status**

- To edit an existing entry, select the corresponding entry located under the log graph. (Fig 4.8)
- The Duty status screen will appear and will be prepopulated with the date and time of the entry. This time cannot be changed.
- From this screen you can select a different duty status, edit/ enter Annotations or exceptions, and enter missing Location /Odometer values that were not collected at the time of the entry.
- All Edits require an annotation note to be entered.
- When changes are complete, press Edit button to save changes.

\* Errors or subtraction of time must be done by office personnel.

**Certifying and Recertifying logs**

- Logs older than the current 24hr period can be certified. Logs that are for the current 24hr period will not be able to be certified and the certify button will be grayed out.
- After pressing the Certify button the driver will have to Agree that they are certifying their logs or advise that they are not ready at this time (Fig 4.9)
- If there are previous uncertified days, the driver will be prompted to certify their logs during the login/logout process. (Fig 4.10)
- If edits are performed on a certified log, the logs will need to be recertified for that day.

\* At the end of each day, before you log out, certify your logs. Certifying your ELOGs by pressing "Agree" is the same as signing your signature. Review your logs for accuracy!

**Reminder:** Review your log often and make changes as necessary. Certify daily to avoid pop-up reminders and to be current when a road side inspector needs to view your logs. Certification is the same as signing a paper log.

## E). Viewing Unassigned Driving Records on the ELD

To view all instances of unassigned driving time that was logged under the unidentified driver profile on the ELD press the unassigned button on your Elogs Main Page. The ELD will automatically record driving time and apply the driving time to the unidentified driver profile when there is no user logged and the CMV has reached speeds of 5MPH.

### Steps to Assign or acknowledge unassigned driving time on the ELD.

- When there are instances of unassigned driving time on the ELD, the driver will be alerted with a popup during the login process. (Fig 4.9)
- To review the unassigned Driving time press the Unassigned button in (Fig 4.1)
- If there are any records that are missing Location or Odometer information, these records will be red and a popup will be displayed advising of the records that are missing information.
- After reviewing the records, the driver is able to select the records that apply and hit assign. Records that are selected will have a green check mark. (fig 4.11)
- If any records are missing required elements such as Location or Odometer, then Driver will be prompted to enter the missing information.
- After review, if none of the records apply to the driver, pressing none apply will remove these records from the Drivers view. These records will remain on the ELD for other drivers to review.

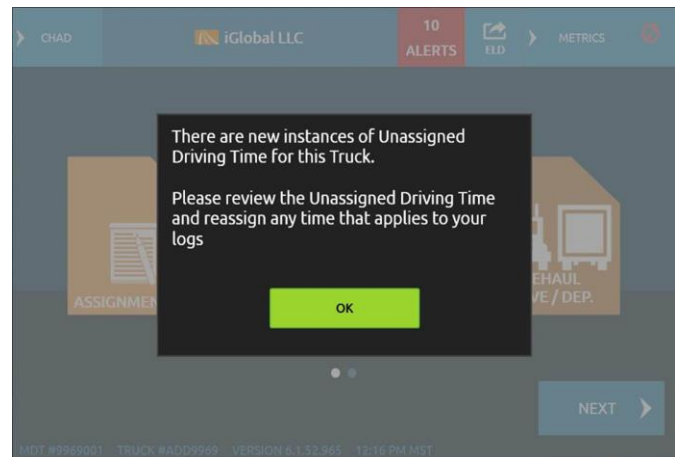


Figure 4.11 4.9

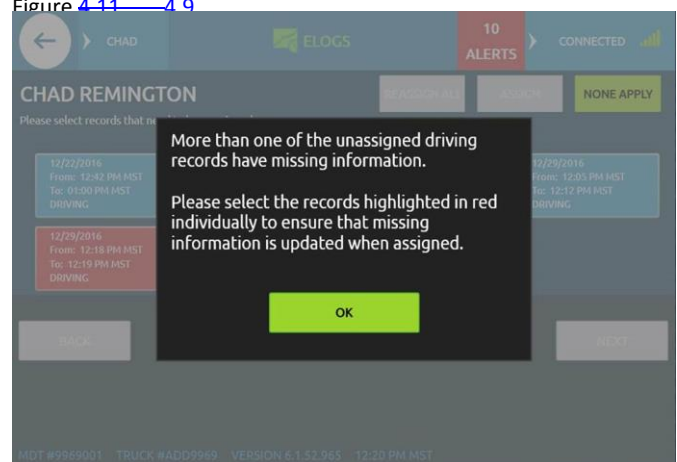


Figure 4.10

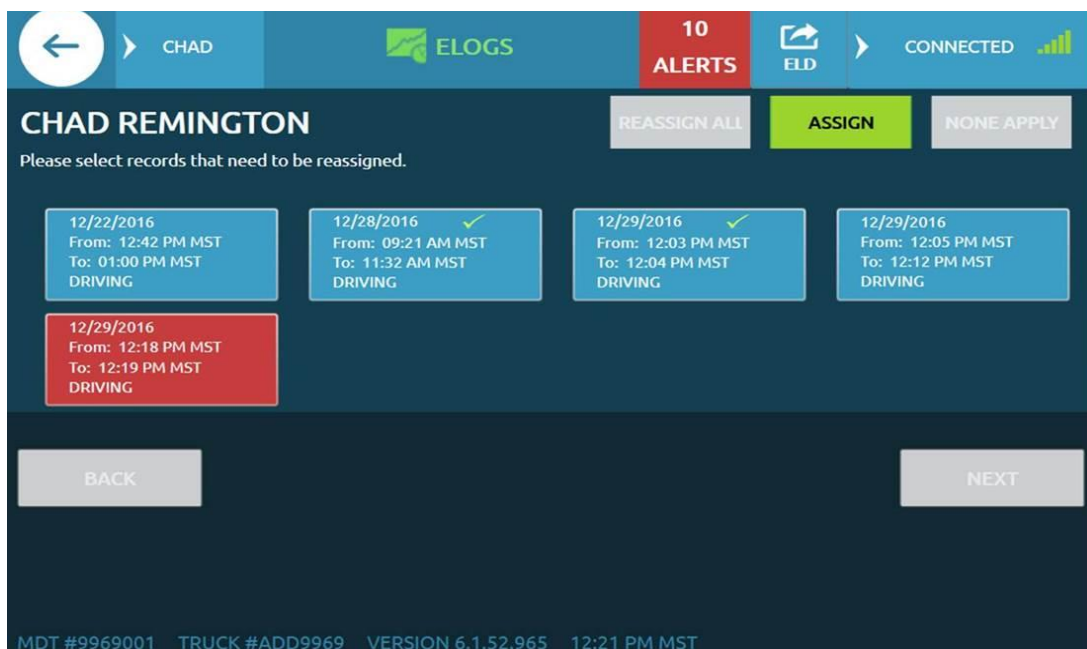


Figure 4.11

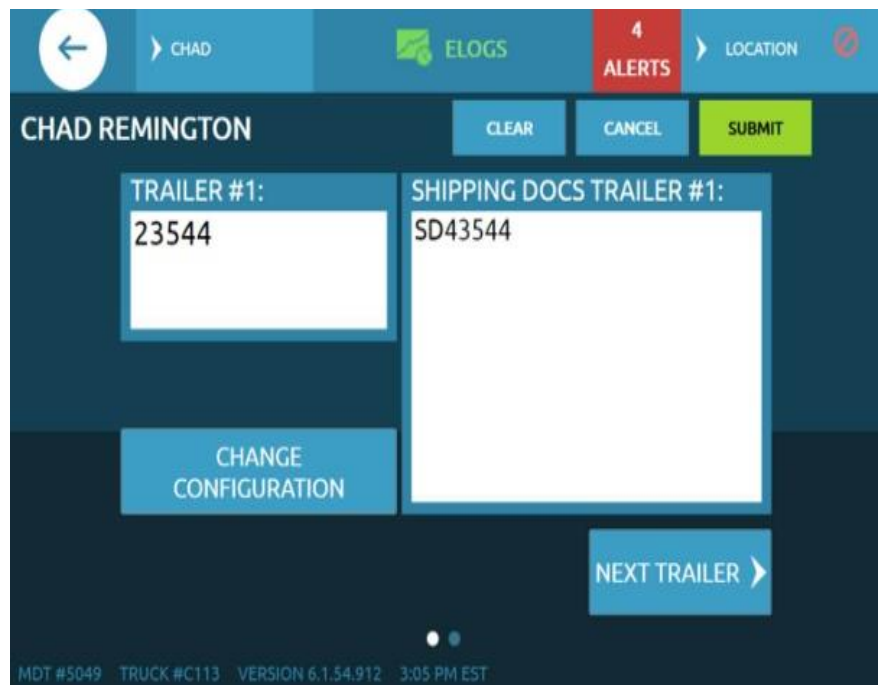


## F). Load Info – Equipment & Movement Documents

The load Info button shown in Fig. 4.1 provides the driver with the ability to edit their current Trailer, Dollies or Shipping Document information. After pressing Load Info, the driver has the option of being able to select the type of configuration they are operating. Please note that for Straight Trucks and bobtail configurations please select the Truck and Single Trailer image.

### Edit Load Information and Shipping Documents

- Touch Load Info (Fig. 4.1) on the ELOGS Main Screen
- Select Change Configuration to view the available configuration types.
- Touch the configuration you will be using
- Enter the correct trailer number(s) into the white box
- Add or edit shipping documents by tapping white box (existing documents can all be cleared or may be individually modified or deleted )
- When more than one trailer is selected in the configuration screen, press the Next Trailer button (Fig. 4.13) to enter the additional trailer(s) and dolly information.
- When you have finished entering in the Trailer/Dolly and shipping document information press Submit to save your changes.
- Once take to the Elog Main Page, please review the load info for accuracy and make any changes, if necessary.
- Your MDT ELOG setup is done. You are now ready to change duty status to Driving, and begin your trip.



### Note:

**Bobtailing (no trailer):** No need to enter data, your truck number is already captured.

**Straight truck:** Enter just the shipping documents or nothing if empty.

G). Edit Requests:

When edits are made to driver’s logs by the motor carrier, the driver will need to review these edits and either accept or reject the requested edit. When an edit request has been received by the ELD a popup will appear alerting the driver that there are requested changes to their elogs (Fig 4.14). Pressing Ok to the popup will take the driver to the Edit Request screen; pressing No will postpone the edit request for 5 minutes.

The Edit request screen shown in Fig 4.15 will list the requested changes to the driver’s log. For new logs entered by the motor carrier the driver will be able to view the changes requested. For edits to a drivers existing duty status record, the driver will be able to view the current status along with the requested changes.

Confirming Edit Requests applies the changes to your log and you will need to recertify your record.

Confirming Edit Requests:

Please note that once you confirm the requested changes, these changes will be applied to your log and you will need to recertify your record.

Rejecting Edit Requests:

After reviewing the suggested changes to your record you can press reject if you do not agree with the changes. Please note that your original record will be active. It is recommended to call your dispatcher or safety manager when rejecting an edit.

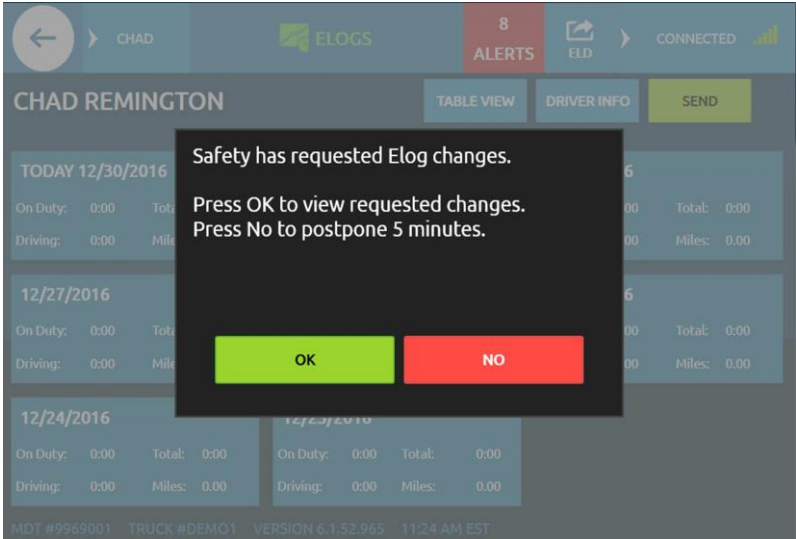


Figure 4.14

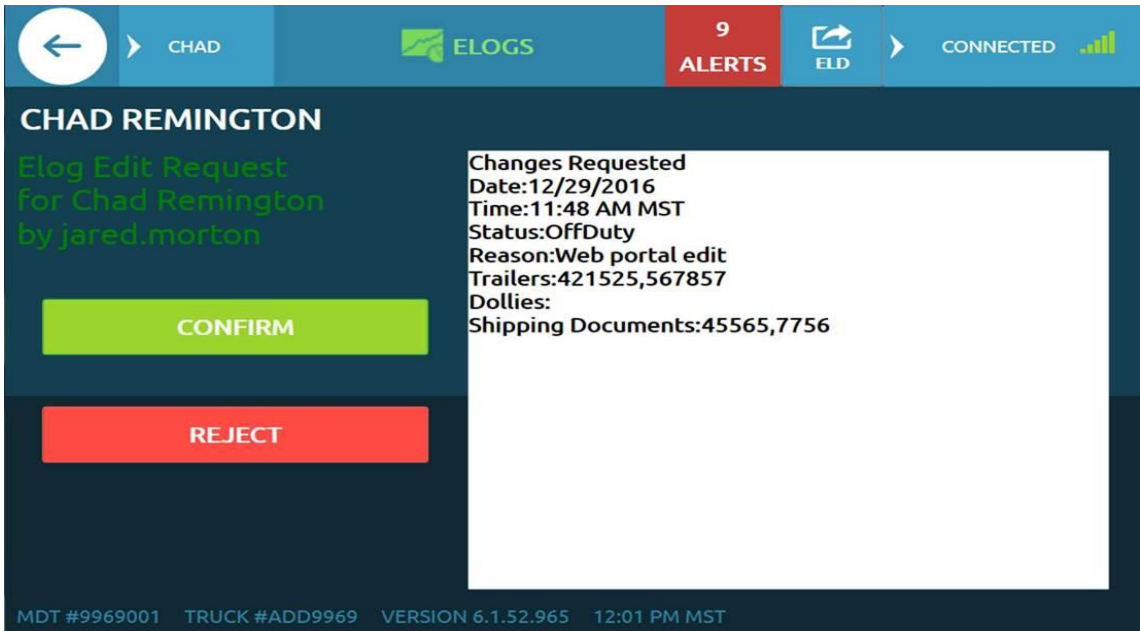


Figure 4.15

## H). Vehicle in Motion, Start and Stop Rules:

Automated Duty Status Changes – Status automatically changes to Driving once ECM speed exceeds 5MPH (unless current status is Yard Move or Personal Conveyance). After 5 minutes without motion, user is prompted to continue Driving or switch to On Duty. If the prompt is ignored for 1 minute, the driver's status automatically changes to On Duty.

### Review of Automated Duty Status Changes

When a commercial motor vehicle reaches **5 mph** the system will automatically move the status from ON-DUTY to **DRIVING** status.

After DRIVING status is triggered by the system, any stop of at least 5 minutes will produce a popup asking the driver if they wish to continue driving.

If there is no response after 1 minute, the system will automatically switch the duty status to ON-DUTY. To continue in DRIVING status, just touch the Green DRIVING button.

See Figure 4.16

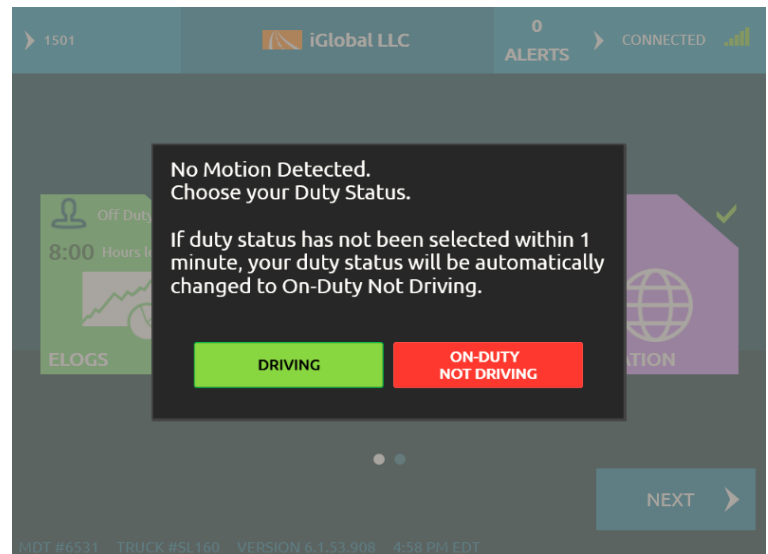


Figure 4.16

## I). ELD Data diagnostic events, Malfunctions, and your responsibility:

Data diagnostic events are warnings that the ELD has detected missing information or inaccuracies. If the ELD cannot resolve the event, most of them become a Malfunction. Per the Mandate, Data Diagnostic events appear and disappear on the ELD as they are discovered and resolved. Unidentified driver, missing location, and missing mileage data will clear when you update your log.

When an ELD is unable to gather or send its required information, it has failed to meet technical requirements set forth by the FMCSA. Tampering with an ELD or falsifying ELD records is a Federal offence. Be careful to ensure your ELD is working properly and report to your carrier any issues you see. When a Malfunction occurs on the MDT, an Alert is generated and remains on the Alert screen until the Malfunction has been resolved. (Fig 3.1)

If an ELD does not resolve the malfunction within a 24 hour period the driver must do the following:

1. Provide written notice of the malfunction to the motor carrier within 24 hours
2. Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on graph-grid paper logs that comply with § 395.8, unless the driver already possesses the records or the records are retrievable from the ELD
3. Continue to manually prepare a record of duty status in accordance with § 395.8 until the ELD is serviced and brought back into compliance.

What if you have a road side inspection during a malfunction? The driver must provide the authorized safety official the driver's manual records of duty status on graph-grid paper logs that comply with 395.8.

## 5. Road Side Inspections

In the case of a Road Side Inspection, expect that the Safety Official will want to see the Summary Screen, and both the Daily Header and Event List (figure 4.8). To view this information, the in-cab computer must be handed through the window, or driver's door, and be able to display these screens.

For the EDGE MDT, it must be placed on the door sill or step and open so that the officer does not have to hold it or touch it if they chose not to. The driver should hold the lid open and stabilize the EDGE MDT to make this as easy as possible for law enforcement.

**Data File Transfer:** In figure 2.3 you saw the ELD Transfer button. It is displayed on all feature pages for 1 touch transmittal of driver logs from the cab of the truck to the officer. The comment for the file is provided by law enforcement at the road side to ensure the file being transmitted is the current file they are viewing on the summary screen. At this time the FMCSA has not enabled this feature so refer to figure 4.6 as an alternative way to transmit your ELD records to any email address.

## 6. Summary and Reminders

### Settings Tile:

The ELD is equipped with a settings tile that will allow the user to adjust the volume of the MDT from Muted to 100% volume and the ability to change the color scheme of the text boxes and built in keyboard. Use a white background for driving in the sun, and blue background for night time driving.

### Remember to Log Off:

Before you leave for the day, update your duty status, verify your log entries are accurate, and log off by touching your name in the top left box and clicking the "X" next to it. Choose Yes to confirm log out.

### Most Common Mistakes to Avoid:

- Missing Pre-Trip and Post-Trip Inspections
- Missing or inaccurate trailer numbers and shipping documents.
  - Every time you change a trailer or its contents, update this data!
- Certifying your ELOGs every day you work, for the prior day to avoid reminders and be current for law enforcement.
- Log off for breaks and to end your day. This saves time and avoids corrections to your log the next day.
- Taking too short of a break, not the full 30 minutes using MDT time.
- Not switching between team drivers

### Reminders:

- You can email ELOGs to yourself as often as you like

### What if my MDT doesn't work? Who do I call?

You can reach out to your motor carrier or call iGlobal Support at 1-888-822-8855 extension 3.